

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

August 6, 2003

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**STATE PERSONNEL MANUAL
TRANSMITTAL SHEET
NO. 394**

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Amended Rule 8.2.1 Gubernatorial Election Freeze

Issue Date: August 6, 2003

This Rule restricts permanent appointments in manager-level positions during the gubernatorial election transition period. This Rule is being amended to reflect the adoption of new pay schedules. The amended Rule was adopted by the Civil Service Commission on August 6, 2003.

Please make the following changes in your Civil Service Rules:

<u>REMOVE</u>		<u>INSERT</u>	
<u>Page</u>	<u>T/S</u>	<u>Page</u>	<u>T/S</u>
20.39	290	20.39	394
20.40	344	20.40	344

Sincerely,

Allen H. Reynolds
Director

CHAPTER 8

CERTIFICATION AND APPOINTMENT

8.1 Methods of Filling Vacancies.

Vacancies in the classified service may be filled by original appointment or by promotion, reassignment, demotion, transfer, reinstatement following an appeal, restoration to duty following military service, or noncompetitive reemployment.

8.2 When it is proposed to fill a vacancy by original appointment, except restricted appointment, the appointing authority shall request the Director to certify the names of persons eligible for appointment, furnishing such information about the vacancy as may be necessary for the Director to make a determination as to those persons eligible for appointment.

8.2.1 From the date of the gubernatorial first primary election through Inauguration Day, specific approval must be obtained from the Director prior to making a permanent appointment to any position at or above one of the following pay ranges: GS-23, AS-620, SS-419, PS-115, WS-218, TS-315, unless the position has already been designated as a Shortage job, under Rule 7.20(d). ***

8.3 Anticipation of Need.

Insofar as practicable, each vacancy shall be anticipated sufficiently in advance to permit the Director to determine who may be available for appointment and, if necessary, to establish a list of eligibles.

8.4 Certification of Eligibles.

- (a) The Director, in issuing certificates, shall certify to the appointing authority the names of the highest ranking eligibles from the appropriate list for the class of the vacant position.
- (b) The Director may establish zones of certification whereby eligibles residing in specific areas where the vacancies exist may be given preference over eligibles not residing in such areas.
- (c) Repealed, effective November 14, 1990.
- (d) The Director may establish a range of certifiable scores for certain jobs and, without issuing a certificate, permit competitive employment of applicants who have attained a score within that range.

20.40 (Rule 8.4 - Certification of Eligibles - continued)

- (e) An applicant who has obtained a baccalaureate degree from an accredited college or university with an overall grade-point average (GPA) of 3.5 or higher may be probationally appointed under the provisions of this rule to any professional level job for which possession of the baccalaureate degree alone is sufficient to meet the Minimum Qualifications. An applicant may also be appointed under provisions of this rule to a job requiring experience beyond the baccalaureate degree when the job to which the applicant is appointed is a professional level journeyman or advanced journeyman job requiring up to but no more than three years of professional level experience beyond the degree.

In all cases, applicants appointed under this rule must meet the full Minimum Qualifications including the required degree plus any professional level experience required beyond the degree. However, applicants appointed under this rule do not need to take the Professional Entry Test (P.E.T.) or other written exam. They do not need a numerical score or need to have their names appear on a certificate.

When making an appointment under this rule, the hiring authority need only submit a personnel action form making a probational appointment and citing this rule as authority. For the appointment to be approved, the SF-1 must be accompanied by an official college transcript to verify the degree and 3.5 GPA and by an up-to-date application form (SF-10) to verify any required experience.

THIS RULE APPLIES ONLY TO PROBATIONAL APPOINTMENTS AND MAY NOT BE USED TO AUTHORIZE PROMOTIONS.

- (f) Applicants who possess a CPA (Certified Public Accountant) Certificate may be probationally appointed to any job using test series 1000 (Professional Accountant Test) or test series 1500 (Professional Auditor Test) without taking a Civil Service test. The CPA Certificate will be deemed an acceptable substitute for the Civil Service test score. However, persons appointed under this rule must meet all Minimum Qualification requirements of experience and education for the job to which they are appointed. In order to appoint someone under this rule, the hiring authority must submit:

- 1) a personnel action form (SF-1) citing Rule 8.4(f) as the authority
- 2) a current and complete application form (SF-10) to verify experience
- 3) an official transcript to verify required college semester hours in accounting
- 4) a copy of the CPA Certificate

THIS RULE APPLIES ONLY TO PROBATIONAL APPOINTMENTS AND MAY NOT BE USED TO AUTHORIZE PROMOTIONAL APPOINTMENTS.